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ABSTRACT

A project to develop a student employment information service under the sponsorship of the Southeast Florida Educational Consortium is described. The project was designed to provide information on: the overall demand by specific major, with 5-year projections; overall supply by specific major; names of specific employers and numbers required, by specific major; and names, addresses, and specific majors of graduating students. To determine the feasibility of the project, a survey was conducted that concentrated on the following majors: business administration, computer specialists, engineers, health professions, and hospitality management, which includes travel/tourism. Information was received from 8 colleges and from about 50 employers. In order to obtain information on health professions, a special questionnaire was administered to 90 hospitals. Analyses are provided on: the supply in the five major areas of study; demand, using figures compiled through the survey and statistics reported by the Florida Occupational Information System; and a comparison of supply and demand. Nine study recommendations are presented, along with a list of responding employers, questionnaires, correspondence, information on consortium operations for 1982-1983, and the names and addresses of graduating students by major. (SW)

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STUDENT EMPLOYMENT INFORMATION SERVICE

A REPORT
TO THE
BOARD OF DIRECTORS OF THE
SOUTHEAST FLORIDA EDUCATIONAL CONSORTIUM

September 7, 1983

This report was prepared by:
Professor John H. Bradley, M.A.
under the direction of the
Executive Director of the SFEC.

TABLE OF CONTENTS

Introduction	1
Overview	3
Survey Methodology	8
Survey Analysis.	11
Table 1.	13
Table 2.	14
Table 3.	16
Table 4.	18
Table 5.	20
Conclusions.	21
Recommendations.	23
Acknowledgments.	26
Appendix A, Exhibit 1.	32
Exhibit 2.	33
Exhibit 3.	35
Exhibit 4.	38
Exhibit 5.	39
Exhibit 6.	42
Appendix B, Exhibit 1.	43
Exhibit 2.	49
Exhibit 3.	54
Exhibit 4.	55
Exhibit 5.	57

INTRODUCTION

In September 1982, the Board of Directors of the Southeast Florida Educational Consortium (SFEC) approved a project for the development of a Consortium-sponsored Student Placement/Employment Bureau, linking business and industry in Southeast Florida. (See Appendix A, Exhibit 1.) The project contemplated the following objectives:

1. A placement bureau to be managed/administered by SFEC participating colleges and universities on an annual revolving basis.
2. The competition of community college and college/university potential graduates by degree and major area of study for all SFEC member institutions.
3. A list of potential graduates and major areas of study to be provided to businesses, industry, public and private organizations throughout Southeast Florida and elsewhere, if requested.
4. Obtain from SFEC geographical area businesses, industry, public and private organizations employment opportunities and requirements as pertinent to community college, college/university-trained students.
5. Provide employment information to SFEC participating educational institutions in order to assist in program/degree planning which improves the employability of future graduates.
6. Provide individual names, addresses, and pertinent educational

profile information to SFEC area businesses, industries, etc.

7. Provide pertinent employment information compiled from business and industry, etc., to college students approximately one year prior to graduation.
8. Develop a management information system to accomplish their objectives using a self-contained microcomputer process.

During preliminary discussions, which included a number of placement officers, it was immediately realized that although the merit of this project was unquestionable, since it would provide an exchange of information which heretofore has been unavailable, or at best available only in bits and pieces, great care should be taken not to duplicate the activities and responsibilities of the job/career placement offices and personnel in the SFEC member institutions. Therefore, it was decided that the project name be changed to "Student Employment Information Service" (SEIS).

This name is more descriptive of the intent of the project, since the Consortium will be acting only as an information catalyst. The information on employment opportunities and potential graduates will be made available on request; however, the Consortium will not become involved in arranging job interviews.

Furthermore, the SEIS will make possible dialogue between the academic institutions and the private sector to determine mutual needs and problems.

OVERVIEW

The desirability and necessity of a Consortium-sponsored "Student Employment Information Service," which would facilitate an exchange of information between the academia and employers, is evident from the following two factors:

1. There seems to be an appreciable lack of dialogue between the academic institutions which are educating and training, and the employers, whether public or private, who must depend on these institutions to provide useful graduates.
2. While there are some overall statistics on employment and annual demand, most notably those published by the Florida Occupational Information System, to our knowledge there are no statistics which pinpoint the demand for specific majors, and which indicate where this demand exists.

There is a strong feeling among employers that the educational institutions are insensitive to their particular needs, and are turning out graduates who, in many cases, are unsuitable for their requirements and must be re-educated and re-trained at great expense. An obvious answer to this is that employers have specific needs, while educational institutions can only provide general knowledge and skills.

Nevertheless, there appears to be room for improvement. The recently published report of the National Commission on Excellence in Education has some very discouraging things to say about the United States' educational system.

7

The fact that Florida is no different from the rest of the country is indicated by the results of a survey conducted by the Florida Manufacturers Association, and contained in its "Report to the Governor about Florida's Business Climate." The report stated the following about the State's educational system:

"Education in general got bad grades from the Florida business community. Not only did 78% feel that high school graduates were not adequately trained in basic skills of reading, writing and mathematics, but a majority (59%) judged the schools available to their own children as not adequate. Eight out of ten (79%) did not feel that the work ethic was adequately reinforced in secondary schools. It is not surprising that only half (52%) judged the work force adequate.

Although most businessmen recruited Vo-Tech graduates, a majority felt the Vo-Tech schools were not meeting their needs. Almost half (43%) indicated Vo-Tech facilities were not adequately publicized.

Almost all (93%) felt that educators should visit plants to "see what's going on" and 76% indicated a willingness to sponsor factory tours for educators. Three out of four felt a need for better communications between educators and manufacturers at all levels."

Clearly then, as the last sentence in the Florida Manufacturers Association report indicates, there is need for communication between employers and educators.

The SEIS could prove very useful in this respect. On the questionnaires sent to employers, the following question was included: "In what ways should the higher educational system in Southeast Florida help you meet your business employment requirements?" This information will be passed on to Consortium members. As an example, one need which was repeated over and over was for qualified secretaries. One employer had a need for entry-level mechanical engineers; another suggested better labs to keep students abreast of technology; while another called for increased technical programs at both two-year/Certificate and four-year levels. Information of this nature would enable educators to determine the requirements of employers, and to possibly modify programs accordingly.

The second function of SEIS, that of acting as a control clearing-house for information on the overall demand for graduates--by degree and major area of study on the one hand, and the supply of graduates from the member institutions on the other--will fill a long-existing void.

Although statistics are published by various official agencies, they are usually generalized, and dated. For instance, figures on graduates include only those who have already received their degrees and certificates. Therefore, if SEIS is to be of value, it must provide current lists of students, indicating addresses and major fields of study in their junior year, or with a minimum of 90 credits completed,

in the case of four-year institutions; students with 44 or more credits completed, in the case of two-year institutions; and students who are completing one year or less Certificate programs during the current academic year. All students must have a 2.0 or better grade average.

On the demand side, SEIS must be able to provide names of employers, specific numbers required by specific major fields of study and, if possible, a five-year projection. Such information, where provided to potential graduates, would indicate specific job opportunities. For those students who are still contemplating a major, this information would be very useful in their decision-making process.

Such information would also allow the educational institutions to measure their program emphasis against effective demand. The need for this kind of information has been emphasized by the Postsecondary Education Planning Commission in its Master Plan for Florida Postsecondary Education, July 20, 1982 (p. 14):

"Coordination of the supply of college graduates and the estimated labor market demand for various professions is an important aspect of postsecondary education planning . . ."

In order for the "Student Employment Information Service" to be of value, it must provide the following:

1. Overall demand by specific major, with five-year projections
2. Overall supply by specific major

3. Names of specific employers and numbers required,
by specific major
4. Names, addresses, and specific majors of gradu-
ating students

In order to determine the feasibility of such an undertaking, a sample survey was carried out, the methodology and results of which are outlined in the following section.

SURVEY METHODOLOGY

Because of the large number of major areas of study, it was decided that this sample survey should concentrate on the following five: business administration, computer specialists, engineers, health professions, and hospitality management, which would include travel/tourism.

Within business administration, the specific majors of accounting, marketing, and management were included. Programmers and data processing were included in the computer specialists category. Engineers included electrical, industrial, and chemical. Health professions included nurses, respiratory therapists, occupational therapists, and physical therapists. Hospitality management included hotels, restaurants, and travel/tourism.

The educational level would be:

1. Certificate: Less than two-year vocational/occupational programs.
2. Associate Degree: Two-year technical/occupational programs.
3. Bachelor Degree: Four-year programs.

Employers would be requested to provide demand projections for the three educational levels in the five major areas for 1983-1987.

Consortium members were requested to provide student name, local address, and major field of study for the following (see Appendix A, Exhibit 2):

1. Four-year institutions: end of junior year, or minimum of 90 credits completed.

2. Two-year institutions: career programs, Associate in Science or applied science degree candidates, 44 or more credits completed. One year or less Certificate programs to be completed during current academic year.

The requested information was received from the University of Miami, Miami-Dade Community College, Biscayne College, Florida Atlantic University, Broward Community College, Florida International University, Barry University, and Nova University. Both Miami Christian College and St. John Vianney College Seminary advised they had no potential graduates in the prescribed major areas. The total reported in the Certificate, A.S. and B.A. programs was 5,511 students.

Information from employers was obtained by means of personal contact, or by questionnaire. The total employment requirement for 1983/84 for the surveyed employers is 2,620, or 48% of the potential graduates.

Special appreciation must go to Mr. Erick Youngberg, President, and Mr. "Chad" Chadwick, Executive Director, of the South Florida Manufacturers Association, who lent their full support to this project and sent out our questionnaire to the Association's almost 200 members in February, 1983. (See Appendix A, Exhibit 3.)

In spite of the strong support for the project, only fifteen SFMA members responded. A second letter, addressed to the chief executives of the largest firms which had not responded (see Appendix A, Exhibit 4) was sent at the end of March. This appeal resulted in nineteen additional

responses. This small response was below the average experienced by the Association in its member surveys; however, among those who responded were some of Southeast Florida's largest employers--Florida Power & Light Company (10,000 employees), American Express (2,600 employees), and Racal-Milgo, Inc. (2,700 employees)--to name just a few.

In all, approximately fifty employers, with a total employment of over 40,000, were surveyed. Their economic activities ranged from the field of advertising, through land development, to the manufacture of electro-chemical machine tools; the number of employees ranged from 15 to 10,000.

In order to secure information on health professions, a special questionnaire was designed (see Appendix A, Exhibit 5) and distributed to hospital personnel directors through the cooperation of the South Florida Hospital Directors Association. Response was extremely poor, with only four out of the 80 hospitals answering. A second letter was sent to the chief administrator of each of the 20 largest hospitals (see Appendix A, Exhibit 6), and produced an additional ten responses.

SURVEY ANALYSIS

The first part of this section deals with an analysis of the supply in the five major areas of study as reported by the Consortium members. The second part of this section is an analysis of the demand, using figures compiled through the survey and statistics reported by the Florida Occupational Information System. In the third part, supply and demand is compared.

SUPPLY

Table 1 presents a summary of the information submitted by the eight educational institutions which responded to the survey. These members represent students who have the potential for completing graduation requirements by December, 1983, or Spring, 1984. Some institutions were hesitant to provide the information; in at least one case, the list of graduates was totally inaccurate, since it contained names of students no longer at the school.

Due to the variety of double majors in the field of business administration (management/marketing, etc.), these were placed in a separate category—Combination of Above. (This category should not be confused with a similar one under Demand.) It was necessary to use this description because a number of employers could not break down their total demand among the various majors. Much depends on the employer's appraisal of the applicant.

It should be noted that, under the State Law passed in 1979, accounting students must take 30 additional semester hours either at

the undergraduate level or the graduate level, before they can sit for the professional examination. This requirement is expected to affect the number of entry-level accountants for the next two years.

DEMAND

Table 2 presents the expected demand of the surveyed employers for the five-year period of 1983-1987.

BUSINESS ADMINISTRATION

The overall demand for majors in the areas of business administration shows a steady increase over the five-year period. It should be pointed out that in some majors a few large firms accounted for a large percentage of the demand. For example, Flagship Bank projects an annual demand of 100 accounting graduates; Florida Power & Light Company expects to increase its demand for all majors with a B.A. degree in this category from 90 in 1983 to 150 in 1987.

COMPUTER SPECIALISTS

The figures on computer specialists more than double over the five-year period; the main area of growth is in programming. This is the only field in which there is a large demand for Certificate holders who have data processing skills. One firm, American Express, projects a yearly demand for 170 Certificate holders.

Table 1

GRADUATES IN THE 1983/84 ACADEMIC YEAR
BY EDUCATIONAL INSTITUTION AND MAJOR

Major Area of Study	Univ. of Miami	Miami- Dade C.C. A.S.	Biscayne College	Florida Atlantic Univ.	Broward C.C. Cert. A.S.		Florida Intnatl. Univ.	Barry Univ.	Nova Univ.	Cert.	TOTAL A.S.	B.A.
<u>BUSINESS ADMINIS.</u>												
1. Accounting	110	14	82	283	17	78	166	7	11	17	92	659
2. Marketing	112	13	16	211	0	20	166	14	0	0	33	519
3. Management	116	6	23	228	0	60	184	13	0	0	66	564
4. Finance	136	4	0	95	0	24	0	0	0	0	28	231
5. Combination of above	158	19	12	114	0	0	0	17	24	0	19	325
<u>COMPUTER SPECIALISTS</u>	123	57	129	172	57	118	195	11	15	57	175	445
<u>ENGINEERS</u>												
1. Electrical	116	0	0	132	0	8	29	0	3	0	8	280
2. Industrial	73	0	0	0	0	0	69	0	0	0	0	142
3. Chemical	0	0	0	0	0	0	0	0	0	0	0	0
4. Electronic	0	50	0	0	0	0	0	0	0	0	50	0
5. Mechanical	53	3	0	60	0	122	0	0	0	0	125	113
<u>HEALTH SERVICES TECH. AND PROFESSIONS</u>												
1. Nurses	156	165	0	47	0	583	9	29	0	0	758	241
2. Therapists:												
a. Respiratory	0	26	0	0	0	34	0	0	0	0	60	0
b. Occupational	0	0	0	0	0	0	63	0	0	0	0	63
c. Physical	40	31	0	0	0	0	0	0	0	0	31	40
3. Other	24	191	0	0	15	119	89	3	0	15	310	116
<u>TOURISM & HOSPITALITY MANAGEMENT</u>												
1. Travel/Tourism	0	0	23	0	0	48	30	0	0	0	48	53
2. Hotel/Hospitality Management	0	12	5	0	0	21	90	0	0	0	33	95

-13-

Table 2

EMPLOYER DEMAND ESTIMATES
BY LEVEL AND MAJOR, 1983-1984

NOTE: C = Certificate
B = Bachelor Degree
A = Associate Degree

Major Area of Study	1983			1984			1985			1986			1987		
	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B
BUSINESS ADMINIS.	3	248	611	9	219	622	5	205	651	5	204	677	3	200	685
1. Accounting	3	125	240	7	125	245	5	111	235	5	113	242	3	109	244
2. Marketing	0	1	14	1	1	13	0	2	21	0	1	28	0	1	35
3. Management	0	2	47	1	3	42	0	1	39	0	0	41	0	0	40
4. Finance	0	0	4	0	0	6	0	0	0	0	0	0	0	0	0
5. Combination above	0	120	90	0	90	100	0	91	140	0	90	150	0	90	150
COMPUTER SPECIALISTS	180	48	63	178	50	82	171	53	100	173	48	124	173	50	136
1. Programmers	1	35	34	1	37	44	0	35	47	1	34	59	1	33	69
2. Data Processing	179	13	8	177	13	7	171	18	7	172	14	9	172	17	11
3. Other															
a. Software Engrs.	0	0	6	0	0	6	0	0	6	0	0	6	0	0	6
b. Prog. & Data Pro.	0	0	15	0	0	25	0	0	40	0	0	50	0	0	50
ENGINEERS	7	75	281	7	86	391	6	71	168	2	72	491	1	69	512
1. Electrical	0	1	113	0	3	135	0	1	160	0	0	177	1	0	182
2. Industrial	1	1	25	0	0	34	0	0	43	0	2	43	0	0	43
3. Chemical	0	1	15	0	1	18	0	0	27	0	1	26	0	1	25
4. Other Technicians	5	35	87	5	37	135	5	25	151	0	20	151	0	20	157
a. Electronic	1	11	12	0	16	37	0	18	53	0	19	63	0	22	78
b. Mechanical	0	26	29	2	29	32	1	27	34	2	30	31	0	26	27
HEALTH SERVICES TECH. AND PROFESSIONS	33	270	280	25	345	322	9	224	257	9	199	233	9	201	245
1. Nurses	0	194	207	0	273	254	0	178	210	0	156	187	0	156	189
2. Therapists:															
a. Respiratory	8	40	4	8	44	5	2	36	6	2	35	7	2	35	7
b. Occupational	0	1	10	0	0	11	0	1	12	0	0	11	0	1	12
c. Physical	0	1	28	0	1	29	0	1	21	0	1	28	0	1	29
3. Other	20	34	31	12	27	23	0	8	8	0	7	7	0	9	8
Nurse Assist.	5	0	0	5	0	0	7	0	0	7	0	0	7	0	0
TOTALS															
BUSINESS ADMINIS.	3	248	611	9	219	622	5	205	651	5	204	677	3	200	685
COMPUTER SPECIAL.	180	48	63	172	50	82	171	173	48	173	48	124	173	50	136
ENGINEERS	7	75	281	7	86	391	6	71	368	2	72	491	1	69	512
HEALTH SERVICE	33	270	280	25	345	322	9	224	257	9	199	233	9	201	245
TRAVEL/TOURISM	←100→			←100→			←100→			←100→			←100→		

ENGINEERS

As would be expected, the projected demand for engineers with B.A. degrees increased considerably (82%) over the five-year period. Also, there are a number of large firms that dominate the market. Motorola, Inc. projects a demand for 45 electrical engineers with B.A. degrees over the five-year period. Florida Power & Light Company plans to increase its employment of engineers of all kinds from 100 in 1983 to 200 in 1987.

HEALTH SERVICES TECHNOLOGIES AND PROFESSIONS

The major profession within this category is nursing. However, due to the relatively poor response by hospitals, particularly the larger ones, to our survey, our demand figures are much lower than the annual figures of 3,647 projected by The Florida Occupational Information System. (See Table 3.) In addition, one of the hospitals only projected for 1983 and 1984.

HOSPITALITY MANAGEMENT

Due to the peculiarities of this industry, a survey was impracticable. Hotels are either owned by individuals or by chains. In the case of individually-owned hotels, employees are promoted from within. The chains recruit when there is a vacancy. The situation is complicated by the fact that managers and sales and marketing personnel change jobs frequently, moving from one hotel to the other.

Table 3

COMPARISON OF DEMAND IN CERTAIN OCCUPATIONS
BETWEEN FLORIDA OCCUPATIONAL INFORMATION SYSTEM¹
AND SOUTHEAST FLORIDA EDUCATIONAL CONSORTIUM
SURVEY FIGURES

PROFESSIONS	DEMAND	
	FOIS ²	SFEC
Accounting	1,117	368
Computer Specialists	348	291
Electrical Engineers	360	114
Industrial Engineers	73	27
Chemical Engineers	21	16
Electronic Technicians	403	24
Mechanical Technicians	47	55
Nurses	3,647	401
Respiratory Therapists	116	52
Occupational Therapists	28	11
Physical Therapists	87	29

- ¹ Florida Occupational Demand 1980-1990
The Florida Occupational Information System
- ² Regions 10 and 11. Region 10 includes Martin,
St. Lucie and Indian River Counties

In the case of travel agencies, there are around 2,000 in the area. The majority of these are family-operated, and prefer to train their own employees; thus, they do not know from one year to the next how many new employees they will need.

Normally airlines do not hire management personnel from outside, preferring to promote from within. The best way for a travel/tourism major to gain employment with an airline is by starting as a reservation agent.

Table 3 shows a comparison, as far as possible, of the average annual demand between 1980 and 1990 published by The Florida Occupational Information System (FOIS) for Regions 10 and 11, and the demand results of the survey. The figures published by the FOIS are considered to be the most complete and accurate available today.

The FOIS figures are included here only for comparison purposes, to indicate to what extent the SFEC survey has successfully measured demand. Also, caution should be exercised in comparing the figures, since Region 10 includes the counties of Martin, St. Lucie and Indian River, which are not included in the SFEC survey.

The SFEC survey results range from six percent (Electronic Technicians) of the FOIS projected demand to 117 percent (Mechanical Electricians), with an overall unweighted average of 21 percent.

SUPPLY AND DEMAND COMPARISON

Table 4 provides a comparison of the supply and demand figures compiled through the SFEC survey.

Table 4

SUPPLY AND DEMAND
BY AREA AND MAJORS - 1983

AREA AND MAJOR	1983					
	CERTIFICATE		ASSOCIATE DEGREE		BACHELOR DEGREE	
	SUPPLY	DEMAND	SUPPLY	DEMAND	SUPPLY	DEMAND
<u>BUSINESS ADMINISTRATION</u>	17	4	258	248	2263	667
A. Accounting	17	4	92	125	659	246
B. Marketing	0	0	33	1	519	14
C. Management	0	0	12	2	564	97
D. Finance	0	0	28	0	231	11
E. Combination of Above	0	0	17	126	325	206
<u>COMPUTER SPECIALISTS</u>	57	182	175	48	445	67
A. Programmer	0	1	N/A	35	N/A	37
B. Data Processing	0	181	N/A	13	N/A	8
C. Other	0	0	0	0	0	22
<u>ENGINEERS</u>	0	7	133	75	432	281
A. Electrical	0	0	8	1	280	113
B. Industrial	0	1	0	1	142	25
C. Chemical	0	0	0	1	0	15
D. Other	0	6	125	72	113	128
<u>HEALTH SERVICES TECHNOLOGIES AND PROFESSIONS</u>	15	43	1159	313	460	569
A. Nurses	0	10	758	214	241	467
B. Respiratory Therapists	0	8	60	58	0	4
C. Occupational Therapists	0	0	0	2	63	13
D. Physical Therapists	0	0	31	1	40	38
E. Other	15	25	310	38	116	47
<u>TOURISM & HOSPITALITY MGMT.</u>	0	0	81	50	148	50
A. Travel/Tourism	0	0	48	50	53	50
B. Hotel/Hosp. Management	0	0	33	0	95	0

Table 5 indicates the percentage of total supply represented by the demand identified through the SFEC survey.

While there is a considerable variation in the percentages, there is no doubt that the SFEC survey has been able to identify important sources of employment. Undoubtedly an on-going survey, with the cooperation of employers, could identify a relatively high percentage of employment sources.

Table 5

SFEC SURVEY DEMAND
AS A PERCENTAGE OF SUPPLY - 1983

AREA AND MAJOR	CERTIFICATE	AS DEGREE	BACHELOR DEGREE
<u>BUSINESS ADMINISTRATION</u>	24	108	29
A. Accounting	24	74	37
B. Marketing	0	3	3
C. Management	0	18	18
D. Finance	0	0	2
E. Combination of Above	0	16	63
<u>COMPUTER SPECIALISTS</u>	319	27	15
<u>ENGINEERS</u>	0	56	65
A. Electrical	0	13	40
B. Industrial	0	0	18
C. Chemical	0	0	0
D. Other	0	58	88
<u>HEALTH SERVICES</u>	287	27	124
A. Nurses	0	28	194
B. Respiratory Therapists	0	97	0
C. Occupational Therapists	0	0	21
D. Physical Therapists	0	3	95
E. Other	60	12	41
<u>TOURISM & HOSPITALITY MGMT.</u>	0	62	34
A. Travel Tourism	0	104	94
B. Hotel/Hosp. Manag.	0	0	0

CONCLUSIONS

The results of the SFEC survey indicate that it is entirely possible to identify specific employment sources for college and university graduates.

Contact with potential employers demonstrated that in some majors there are a relatively small number of large firms which dominate the employment market. This is true in the areas of computer specialists, engineering and accounting. Therefore, a better effort/results ratio might be obtained in an on-going project by concentrating on the identification of the larger employers.

In addition, because of the increasing popularity of Southeast Florida as a location for new firms, close contact with these would provide not only information on employment needs, but also valuable information as to future trends—information which will be useful to the educational institutions in designing programs, and to students in determining their majors.

The foregoing is not meant to minimize the importance of small and medium-sized firms. These are, and will continue to be, the backbone of the Southeast Florida economy. Furthermore, an employment information service of the kind contemplated in this project will, in all probability, prove to be more beneficial to them because they do not have the same sophisticated recruitment apparatus and techniques as the large firms.

Finally, it is possible that such a service will save money. Employers may save money on recruitment, and graduates on job-hunting.

If this proves to be the case, the Southeast Florida Educational Consortium might consider approaching employers for contributions toward the operating cost of the service.

RECOMMENDATIONS

As the result of this sample survey, the following recommendations are made:

1. The Student Employment Information Service should become an on-going project of the SFEC, with at least one full-time person to gather statistics, keep records, and supply information to students and employers.
2. The cost of this operation should be financed from SFEC funds initially, as the value of the service becomes more apparent and employers realize that it saves them money; they should be asked to contribute to the cost either by a donation or a fixed annual subscription fee.

It is also possible that at a later date, when SEIS becomes known to potential graduates, a one-time fee could be charged for the supply of lists of employers.

Caution should be exercised, however, to attempt to recover only the cost of operation. Any indication that this is a profit-making operation would probably reduce its credibility, and would certainly make educational institutions hesitant to give information on graduates.

3. All information collected from employers and SFEC members should be maintained by computer. The minimum equipment

required would be a microcomputer with 64K memory and printer. If such equipment cannot be acquired initially, perhaps one of the SFEC members could make available any excess computer capacity.

In order not to take up unnecessary computer capacity it is recommended that each year, when the new lists of graduates are received, a computer printout of the previous list be made for the records and the computer memory purged.

Employer information should be kept in the computer and updated at least once a year.

4. As soon as names and addresses of potential graduates are available each year, this information should be computerized by major and then sent to employers who have supplied SEIS with their employment requirements. Appendix B, Exhibits 1, 2 and 3, contains a sample of the letter which should accompany the list. SEIS should work closely with the educational institutions in order to improve the accuracy of the graduate lists.
5. Potential graduates should be sent a list of employers hiring persons with their particular major. Appendix B, Exhibits 4 and 5, contains a sample of the letter which should accompany the list.
6. Both employers and students should be asked to inform SEIS of

the outcome of their contact, since it is essential there be feedback as to the success or failure of the program.

7. SEIS should solicit comments from employers as to the quality and qualifications of graduates, and provide this information to its member educational institutions. In fact, SEIS could become a clearinghouse for the exchange of information between educators and employers.
8. The collection of information from employers and institutions, and the distribution of this information, should be structured on an annual cyclical basis as outlined in Appendix C.
9. Additional development of the project is needed to make SEIS completely operational during the 1983-84 year. This development would include the exchange aspects of employment information, contact with all SFEC Placement Officers, computerizing the project, and expanding service for students and employers.

ACKNOWLEDGMENTS

The Project Director wishes to express special gratitude to the following for their help and cooperation in this project:

Mr. "Chad" Chadwick, Southeast Florida Manufacturers Association

Mr. "Bill" Hiner, International Hospital

Mr. Samuel D. LaRoue, Jr., Miami-Dade Community College

Dr. John Losak, Miami-Dade Community College

Ms. M. Susan Lowe, Flagship National Bank of Miami

Dr. Douglas E. Matthewson, Southeast Florida Educational Consortium

Dr. Mantha Vlahos Mehallis, Broward Community College

Mr. Jay J. Pfeiffer, Florida Occupational Information Coord. Committee

Mr. James Santoro, Barnett Bank of South Florida, N.A.

Ms. Pamela Wright, Miami-Dade Community College

The following employers provided information on their projected employee requirements during the 1983-87 period. Their cooperation is most appreciated.

Accounting Firms

Arthur Young & Co
Coopers & Lybrand
Laventhol & Horwarth
Main Hurdman
Peat, Marwick, Mitchell & Co

Airlines

Eastern Airlines

Financial Institutions

Barnett Bank of South Florida, N.A.
Flagship National Bank of Miami
Southeast Bank, N.A.

Hospitals

American Hospital of Miami, Inc.
Boca Raton Community Hospital
Cedars Medical Center
Coral Reef General Hospital
Doctors Hospital
Florida Keys Memorial Hospital
Hollywood Medical Center
Jackson Memorial Hospital

Hospitals (continued)

Memorial Hospital
Mercy Hospital, Inc.
North Shore Medical Center
Palmetto General Hospital
Parkway Regional Medical Center
South Miami Hospital

Manufacturers

Alpine Engineer Products, Inc.
American V. Mueller
Burroughs Corp.
Chemform Inc.
Garrett Hydraulics Division
Gory Associated Industries, Inc.
Harris Corporation, Computer Systems Division
Key Pharmaceuticals, Inc.
Mar-Tec Corporation
MCI, A Division of Sony Corporation of America
Modular Computer Systems
Motorola Inc.
Oki Electronics of America, Inc.
Racal-Milgo
REL Incorporated
Rolls-Royce Inc.
Sensormatic Electronics Corporation

Manufacturers (continued)

STP Corporation

Simmonds Precision-Product Support Division

Spraymation Inc.

Technovate, Inc.

Veri-tech, Inc.

Other Miscellaneous Categories

ACR Electronics, Inc.

American Express

Burroughs Corp. - L.A. Region Marketing,
Sales and Training

Coral Ridge Properties, Inc.

Florida Power & Light Company

Home Insurance Company

Marvel Advertising, Inc.

APPENDIX



SOUTHEAST FLORIDA EDUCATIONAL CONSORTIUM
11011 S.W. 104th Street / Miami, Florida 33176 / Telephone (305) 596-1131

PROJECT NO. 4, FY 1982-83

Development of a Consortium Student Placement/Employment Bureau
Linking Business and Industry in Southeast Florida

Completion Date: May 31, 1983

Ideas for Development of SFEC Student Placement/Employment Bureau:

- placement bureau would be managed/administered by SFEC participating colleges and universities on an annual revolving basis
- compilation of community college and college/university potential graduates by degree and major area of study for all SFEC member institutions
- potential graduates/major areas of study information provided to business, industry, public and private organizations throughout Southeast Florida (elsewhere, if requested)
- obtain from SFEC geographical area business, industry, public and private organizations employment opportunities/requirements as pertinent to community college, college/university-trained students
- provide employment information to SFEC participating educational institutions—assists with program/degree planning for graduating students' quest for employment
- provide individual names, addresses and pertinent educational profile information to SFEC area business, industry, etc.
- provide pertinent employment information compiled from business and industry, etc., to college students approximately one year prior to graduation
- develop management information system to accomplish the above objectives with the potential of a self-contained microcomputer process

The Project Director will develop the parameters for the completion of this project based on the ideas indicated above and any additional concepts he may include. The project is to be completed not later than May 31, 1983, and the Project Director will receive remuneration as stipulated in the approved Contract or Agreement for Services. Administrative support will be provided on a limited basis through the SFEC Executive Office.



SOUTHEAST FLORIDA EDUCATIONAL CONSORTIUM
11011 S.W. 104th Street/Miami, Florida 33176/Telephone (305) 596-1131

April 12, 1983

The Southeast Florida Educational Consortium is currently developing a business, industry and allied health student employment information service to assist students and potential employers in Southeast Florida.

The primary objective is to match entry-level employment demand with the potential supply of students who are currently enrolled and have completed the junior year in four-year educational institutions, and students who have completed 44 or more credits in two-year institutions in Associate in Science degree programs.

This information will be exchanged between area employers and educational institutions and should benefit students, help with college and university planning and provide meaningful and timely information about potential graduates to employers. The information will also be shared with college and university placement services.

The project has been underway for the past six months and has currently reached the point where we should like to match student data with information already received from business and industry about area employment opportunities.

In order to complete this aspect of the project, we should like to obtain from your institution the following information via computer listing or in other convenient format. If this information could be arrayed by major field of study, it would be helpful.

- Student name, local address, major field of study (see explanations below)
- Four-year institutions; end of junior year or minimum 90 credits completed
- Two-year institutions; career programs, Associate in Science or Applied Science degree candidates, 44 or more credits completed. One year or less Certificate programs to be completed during current academic year.
- 2.0 or better grade point average.



SOUTHEAST FLORIDA EDUCATIONAL CONSORTIUM
11011 S.W. 104th Street / Miami, Florida 33176 / Telephone (305) 596-1131

April 12, 1983
Page 2

The major areas of study we need at this time are for students who will complete Certificates, Associate or Bachelor's degrees in the fields of business administration (accounting, marketing, management, other), computer specialists (programmers, data processing, other), engineers (electrical, industrial, chemical, civil, technicians, other), hospitality management (hotels, restaurants, travel tourism, other), health services, technologies and professions (nurses, respiratory therapists, occupational therapists, physical therapists, other).

We would appreciate receiving this information from you by April 25. Mr. Samuel LaRoue, Coordinator of Student Record Systems, M-DCC (305-596-1341), will gladly assist you with data parameters and criteria. Please mail the data either to the SFEC Executive Office or Professor John H. Bradley, Project Director, Biscayne College, 16400 N. W. 32nd Avenue, Miami, Florida 33054.

Thank you for your cooperation, and we will gladly share with you the results of the completed project.

Cordially,

Douglas E. Matthewson, Jr.
SFEC Executive Director

lg
enclosures

cc: Mr. Samuel D. LaRoue, Jr., M-DCC Coordinator,
Student Record Systems (596-1341)
Professor John H. Bradley, Biscayne College,
Project Director (625-6000, x 220)



SOUTHEAST FLORIDA EDUCATIONAL CONSORTIUM
11011 S.W. 104th Street / Miami, Florida 33176 / Telephone (305) 596-1131

February 1, 1983

Dear SFMA Member:

The Southeast Florida Educational Consortium, in cooperation with the SFMA, is undertaking the development of a student placement/employment service which will be administered by SFEC participating colleges and universities on a revolving basis.

The objective of this placement/employment service is to provide information to prospective graduates as to the number and types of jobs available, as well as qualification, and to provide employers with specific numbers of potential graduates and major areas of study. The information from the business and industrial sectors will also assist SFEC participating educational institutions with program and degree planning for graduating students.

The SFMA has most kindly consented to allow us to send you the attached questionnaire to determine your annual requirements for college or university graduates (Certificate, Associate or Bachelor degrees) over the next five years in five general categories. We realize that the economy is currently in a recession; however, we would appreciate an estimate of requirements under normal conditions.

Your cooperation in this effort will be appreciated, since we feel that it offers an opportunity for us to work together for a common goal--the future of our young people and the expansion of the economic and business base in Southeast Florida.

Cordially,

John H. Bradley
SFEC Project Director
Development of a Consortium Student
Placement/Employment Information Service

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enclosure: SFEC-SFMA,
Employment Projections

42

PARTNERS IN EDUCATION

EQUAL ACCESS/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EDUCATIONAL INSTITUTIONS



SOUTHEAST FLORIDA EDUCATIONAL CONSORTIUM
11011 S.W. 104th Street/ Miami, Florida 33176/ Telephone (305) 596-1131

SFMA member Questionnaire
Entry Level Employment Demand Projections 1983-1987

Educational Level - indicate demand numbers by year and category*

1. Certificate: Less than 2 year vocational/occupational programs
2. Associate degree: 2 year technical/occupational programs
3. Bachelor degree: 4 year program

Occupation Demand	*	1983			1984			1985			1986			1987		
		1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
<u>Business Administration</u>																
Accounting																
Marketing																
Management																
Other (specify)																
<u>Computer Specialists</u>																
Programmers																
Data Processing																
Other (specify)																
<u>Engineers</u>																
Electrical																
Industrial																
Chemical																
Other, Technicians, etc. (specify)																
<u>Health Professions</u>																
Nurses																
Technicians (specify)																

- continue over -

PARTNERS IN EDUCATION

Occupation Demand	1983			1984			1985			Exhibit 3 (cont) 1986			1987		
	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
<u>Hospitality Management</u>															
<u>Hotels</u>															
<u>Restaurants</u>															
<u>Other (specify)</u>															
<u>Other Specializations</u>															

In what ways should the higher educational system in Southeast Florida help you meet your business employment requirements?

Please indicate your actual business activity. _____

PLEASE RETURN THIS QUESTIONNAIRE IN THE ENVELOPE PROVIDED BY APRIL 22, 1983. THANK YOU FOR YOUR COOPERATION.

Prepared by _____	Date _____
Name of Firm _____	
Address _____	Telephone _____

SFEC Project 1982-83
Development of a Consortium student
placement/employment information
service for business and industry
in Southeast Florida



SOUTHEAST FLORIDA EDUCATIONAL CONSORTIUM

11011 S.W. 104th Street

Miami, Florida 33176

Exhibit 4

Telephone (305) 596-1131

**Board of Directors
College/University Presidents**

Chairman
Robert H. McCabe

March 30, 1983

Directors
A. Hugh Adams
Glenwood L. Creech
Edward M. Essey
Abraham S. Fischler
Edward T. Foote II
Jeanne O'Laughlin
Patrick H. O'Neill
George S. Pearson
Edward Porter
Wille C. Robinson
Gregory B. Wolfe

Executive Director
Douglas E. Matthewson

The Southeast Florida Educational Consortium, through the generous cooperation of the SFMA, sent you a questionnaire in early February requesting information which would help us in the development of a student career/employment information service.

Since we have not received your answer, we are sending you another questionnaire and its accompanying letter in hope that you will take a few minutes and fill in the information.

This is the first time that a project of this nature has been undertaken on such a large scale in South Florida. But, more than anything else, it provides the opportunity for the private sector and educational institutions to work together to share and exchange information for the benefit of both.

Won't you give us a few minutes of your time and return the attached questionnaire with the information?

Cordially,

John H. Bradley
SFEC Project Director
Development of a Consortium Student
Placement/Employment Information Service

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enclosures

cc: Douglas E. Matthewson, Jr.
SFEC Executive Director



SOUTHEAST FLORIDA EDUCATIONAL CONSORTIUM
11011 S.W. 104th Street / Miami, Florida 33176 / Telephone (305) 596-1131

February 17, 1983

Dear Personnel Director:

The Southeast Florida Educational Consortium, in cooperation with the South Florida Hospital Personnel Directors Association, is undertaking the development of a student placement/employment service which will be administered by SFEC participating colleges and universities on a revolving basis.

The objective of this placement/employment service is to provide information to prospective graduates as to the number and types of jobs available, as well as qualification, and to provide employers with specific numbers of potential graduates and major areas of study. The information from the health services, technologies and professions will also assist SFEC participating educational institutions with program and degree planning for graduating students.

The SFHPDA has most kindly consented to allow us to send you the attached questionnaire to determine your annual requirements for college or university graduates (Certificate, Associate or Bachelor degrees) over the next five years in three general categories. We realize that the economy is currently in a recession; however, we would appreciate an estimate of requirements under normal conditions.

Your cooperation in this effort will be appreciated, since we feel that it offers an opportunity for us to work together for a common goal--the future of our young people and the expansion of the economic and business base in Southeast Florida.

Cordially,

John H. Bradley
SFEC Project Director
Development of a Consortium Student
Placement/Employment Information Service

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enclosure: SFEC-SFHPDA,
Employment Projections in
the Health Services,
Technologies and Professions



SOUTHEAST FLORIDA EDUCATIONAL CONSORTIUM
11011 S.W. 104th Street/Miami, Florida 33176/Telephone (305) 596-1131

SFHPDA Member Questionnaire
Entry Level Employment Demand Projections 1983-1987

Educational Level - indicate demand numbers by year and category*

1. Certificate: Less than 2 year vocational/occupational programs
2. Associate degree: 2 year technical/occupational programs
3. Bachelor degree: 4 year program

Occupation Demand	1983			1984			1985			1986			1987		
	* 1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
<u>Health Services, Technologies and Professions</u>															
Nurses															
Respiratory Therapist															
Occupational Therapist															
Physical Therapist															
Other (specify)															
<u>Computer Specialists</u>															
Programmers															
Data Processing															
Other (specify)															
<u>Business Administration</u>															
Accounting															
Marketing															
Management															
Other (specify)															

-- continue over --

Entry Level Employment Demand Projections 1983-1987

<u>Occupation Demand</u>	1983			1984			1985			1986			1
	1	2	3	1	2	3	1	2	3	1	2	3	
<u>Other Specializations</u>													

In what ways should the higher educational system in Southeast Florida help your employment requirements?

Prepared by _____ Date _____

Name of Hospital or Medical Facility _____

Address _____ Telephone _____

SPEC Project 1982-83
Development of a Consortium student
placement/employment information
service for business and industry
in Southeast Florida



SOUTHEAST FLORIDA EDUCATIONAL CONSORTIUM
11011 S.W. 104th Street / Miami, Florida 33176 / Telephone (305) 596-1131

The Southeast Florida Educational Consortium, through the generous cooperation of the South Florida Hospital Personnel Directors Association distributed a questionnaire among personnel directors requesting information which would help us in the development of a student career/employment information service.

Since we have not received an answer we are sending another questionnaire and it's accompanying letter in hopes that you will have your staff take a few minutes and fill in the information.

This is the first time that a project of this nature has been undertaken on such a large scale in South Florida. But, more than anything else, it provides the opportunity for the private sector and educational institutions to work together to share and exchange information for the benefit of both.

Won't you give us a few minutes of your time and return the attached questionnaire with the information?

Cordially,

A handwritten signature in cursive script that reads 'John H. Bradley'.

jd

enclosure

Employment Projections
in the Health Services,
Technologies & Professions

John H. Bradley
SFEC Project Director
Consortium student
career/employment service

cc: Dr. Douglas Matthewson



SOUTHEAST FLORIDA EDUCATIONAL CONSORTIUM

11011 S.W. 104th Street
Miami, Florida 33176

Exhibit 1

Telephone (305) 596-1131

**Board of Directors
College/University Presidents**

Chairman

Robert H. McCabe

Directors

A. Hugh Adams
Glenwood L. Creech
Edward M. Eisey
Abraham S. Fischler
Edward T. Foote II
Jeanne O'Laughlin
Patrick H. O'Neill
George S. Pearson
Edward Porter
Wille C. Robinson
Gregory B. Wolfe

Executive Director

Douglas E. Matthewson

Earlier this year your firm generously participated in a survey and project undertaken by the Southeast Florida Educational Consortium to identify your employment requirements over the next five years for college and university graduates. The project attempts to match employer demand with potential employee supply and thereby contribute through this exchange of information to the continuing growth and economic development of Florida.

This information will be provided to prospective college graduates to inform them concerning the types of entry-level employment available in Southeast Florida. Employers will also receive the names and addresses of prospective graduates, including their major areas of study for employment contact purposes.

The project identified five major educational fields for development: business administration, computer specialists, engineers, health professions, and hospitality management. Consortium institutions are providing names and addresses of students in these majors who will be graduating during the 1983-84 academic year. This information will be distributed to potential employers so that contacts or interviews may be established.

Enclosed is a preliminary listing of students who will graduate with majors of interest to your firm. You will receive additional listings of graduates as they become available. We hope you will contact this potential employee source from Southeast Florida educational institutions. Also, as we previously explained, we plan to provide the name of your firm, and any other pertinent information, to these graduating students so they will have the opportunity to contact you directly for employment information.

Your cooperation in helping with the initial development of this Consortium employment information service is appreciated. Through the use of this service, in addition to existing college placement offices and employment services, we hope to assist employers to utilize the expanding human resources available locally and encourage many of these qualified graduating students to begin their working careers in Southeast Florida.

Cordially,

John H. Bradley
John H. Bradley
Project Director

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enclosures

PARTNERS IN EDUCATION

Berry University / Biscayne College / Broward Community College / Florida Atlantic University / Florida International University / Florida Memorial College / International Fine Arts College / Miami Christian College / Miami-Dade Community College / Nova University / Palm Beach Junior College / University of Miami

Equal Access/Equal Opportunity Colleges and Universities



SOUTHEAST FLORIDA EDUCATIONAL CONSORTIUM
11011 S.W. 104th Street/Miami, Florida 33176/Telephone (305) 596-1131

SFEC EMPLOYMENT INFORMATION SERVICE

Will you actively participate in this employment information service for the benefit of qualified graduating students from Southeast Florida Colleges and Universities?

☐ YES

☐ NO

Will you contact the potential graduates we have provided for an employment interview?

☐ YES

☐ NO

How often may we provide potential graduate listings to you?

Annually, Semi-Annually, Quarterly, Other

What additional information exchange enhancements would you suggest?

Signature

Department

Firm:

Address:

Please return in the envelope provided to: John H. Bradley, Project Director, SFEC, Executive Office, 11011 S.W. 104 St., Miami, FL 33176, Telephone: (305) 596-1131.

Thank you for participating in the initial development of this service. We hope it will benefit your firm as well as many graduating college and university students in Southeast Florida.



SOUTHEAST FLORIDA EDUCATIONAL CONSORTIUM
11011 S.W. 104th Street / Miami, Florida 33176 / Telephone (305) 596-1131

The Southeast Florida Educational Consortium, established in 1976, is an association of public and private community colleges, colleges and universities serving the residents of Broward, Dade, Monroe and Palm Beach Counties. There are sixteen postsecondary educational institutions in the Consortium geographical area. These institutions have a combined enrollment in excess of 160,000 students, and serve many thousands more persons annually through outreach activities. Currently, twelve institutions in southeast Florida are formal members of the Consortium.

Goal and Objectives

The goal of the Consortium is to plan, provide, facilitate or enhance on a regional basis comprehensive, complementary, and cost-effective educational programs, adult continuing education, community outreach activities, instructional support services and student services for college and university members. Additionally, prime objectives of the Consortium are to foster interaction among colleges and universities for the benefit of students and for the communities they serve including secondary schools, businesses, industries, public and private agencies, organizations and individuals.

Organization and Activities

The Presidents of the member institutions serve as the Consortium Board of Directors. They meet biannually and on other occasions as required. As programs and projects are identified and approved, task forces, project directors or special groups of educators and community representatives develop and complete cooperative arrangements to achieve the desired benefits for students, institutions and communities. The Consortium produces cooperative long-term agreements, completes annual projects and provides conferences, workshops and forums for the mutual benefit of the members and the community of Southeast Florida.

Member Colleges and Universities

The Consortium began modestly in 1976 with three charter members--Broward Community College, Florida International University, and Miami-Dade Community College. In addition to the original charter members, Consortium members beginning with fiscal year 1982 now include Barry University, Biscayne College, Florida Atlantic University, Florida Memorial College, International Fine Arts College, Miami Christian College, Nova University, Palm Beach Junior College, and the University of Miami.

Consortium Annual Membership Fees and Funding

The member institutions each contribute a proportionate fee to underwrite annual Consortium activities and Consortium administrative support. Additional funding for special projects may also be obtained separately from individual institutions, outside agencies, foundations and business organizations.

SFEC Executive Office

A Consortium executive director provides overall interinstitutional coordination, facilitates planning and the implementation of agreements, conferences, workshops and project objectives. Additional information may be obtained from: Douglas E. Matthewson, Jr., SFEC Executive Office, 11011 SW 104 Street, Miami, Florida 33176. Telephone 305-596-1131.

Southeast Florida Educational Consortium

APPENDIX B

Exhibit 1 (cont.)

Colleges and Universities within the Southeast Florida Educational Consortium area--Palm Beach to Key West, Florida. This includes the Florida Counties of Broward, Dade, Palm Beach and Monroe.

- *Barry University
11300 N.E. Second Avenue
Miami Shores, FL 33161
Sr. Jeanne O'Laughlin, President
305-758-3392
- *Biscayne College
16400 N.W. 32nd Avenue
Miami, FL 33054
Rev. Patrick H. O'Neill, President
305-625-6000
- *Broward Community College
225 East Las Olas Boulevard
Fort Lauderdale, FL 33301
Dr. A. Hugh Adams, President
305-761-7444
- College of Boca Raton
Boca Raton, FL 33431
Dr. Donald E. Ross, President
305-994-0770
- *Florida Atlantic University
Boca Raton, FL 33431
Dr. Glenwood L. Creech, President
305-393-3001
- *Florida International University
Tamiami Trail
Miami, FL 33199
Dr. Gregory B. Wolfe, President
305-554-2111
- Florida Keys Community College
Stock Island
Key West, FL 33040
Dr. William A. Seeker, President
305-296-9081
- *Florida Memorial College
15800 N.W. 42nd Avenue
Miami, FL 33054
Dr. Willie C. Robinson, President
305-625-4141
- *SFEC participating members Fiscal Year 1982-83
- *International Fine Arts College
1737 North Bayshore Drive
Miami, FL 33132
Dr. Edward Porter, President
305-373-4684
- *Miami Christian College
2300 N.W. 135th Street
Miami, FL 33167
Dr. George S. Pearson, President
305-685-7431
- *Miami-Dade Community College
11011 S.W. 104th Street
Miami, FL 33176
Dr. Robert H. McCabe, President
305-596-1211
- *Nova University
3301 College Avenue
Fort Lauderdale, FL 33314
Dr. Abraham S. Fischler, President
305-475-7575
- Palm Beach Atlantic College
West Palm Beach, FL 33401
Dr. Claude H. Rhea, Jr., President
305-833-8592
- *Palm Beach Junior College
4200 Congress Avenue
Lake Worth, FL 33461
Dr. Edward M. Eissey, President
305-439-8080
- St. John Vianney College Seminary
2900 S.W. 87th Avenue
Miami, FL 33165
Rev. Robert N. Lynch, President
305-223-4561
- *University of Miami
Coral Gables, FL 33124
Dr. Edward T. Foote, II, President
305-284-5155

SFEC Executive Office: A Consortium administrator provides overall interinstitutional coordination, facilitates planning, and the implementation of agreements or project objectives. Additional information may be obtained from: Douglas E. Matthewson, Jr., Executive Director, Southeast Florida Educational Consortium, 11011 S.W. 104 St., Miami, FL 33176, Telephone: (305) 596-1131; Suncom 476-1131.



SOUTHEAST FLORIDA EDUCATIONAL CONSORTIUM
11011 S.W. 104th Street/Miami, Florida 33176/Telephone (305) 596-1131

Summary of Consortium Operations
Fiscal Year 1982-83

Current Projects, Committees, Conferences and Workshops

- Curriculum recommendations for mathematics and communication education - secondary school through college (Miami-Dade Community College).
- Exchange of faculty and/or administrative personnel with unique or specialized expertise (Barry University).
- Development of a Consortium student placement/employment information service linking business and industry in southeast Florida with student educational profiles (Biscayne College). ✓
- International programs inventory--academic, student, institutional, government/private agency-sponsored and related activity in the SFEC geographical area (Florida International University).
- Ongoing committees: Audio-Visual, Handicapped, Libraries, Community/Information/Public Relations, Computer-based Education, Clinical Facilities Scheduling
- Conferences and workshops: Introduction to Microcomputers, Equal Opportunity/Affirmative Action, Higher Education and the Handicapped

Completed Projects, Conferences and Workshops

- Development of a publication concerning high school preparation of students - Planning Your Education: a guide to getting the most out of High School, 1982.
- Higher education inventory publication - Postsecondary Educational Opportunities Available in Southeast Florida, 1982.
- Coordination of scheduling clinical facilities - in physical therapy education programs, 1982.
- Consortium bidding and purchasing agreement review, 1982.
- Workshops and forum: Immigration Requirements and Foreign Student Enrollments Workshop, Audio-Visual Technical Workshops, Academic Articulation Workshops, Impact of Immigration on the Lives of People in South Florida Forum, 1980-1982.

Southeast Florida Educational Consortium

Exhibit 1 (cont.)

Current Operational Agreements and Cooperation

- Agreement on Consortium Libraries Access for Students, Faculty and Staff, 1981.
- Film Exchange Agreement, 1981.
- Consortium Member Institution Loaning of Equipment and Materials to Aid Handicapped Students, 1980.
- Standing Student Financial Aid Consortium Agreement, 1981.
- Consortium Shuttle for Mail and Packages, 1978.

SFEC Publications - Referenced by¹ or submitted to² ERIC, Educational Resources Information Center, Clearinghouse on Higher Education, Washington, D.C.

- Regional Demographic and Economic Profile of Southeast Florida¹, 1981.
- Determining Educational Needs of AFL-CIO Union Members in Southeast Florida¹, 1981.
- Immigration Rules, Regulations, and Requirements and Foreign Student Enrollments², 1981.
- Coordination of Scheduling Clinical Externship or Clinical Practice Experiences², 1982.
- Postsecondary Educational Opportunities Available in Southeast Florida², 1982.
- Planning Your Education: a guide to getting the most out of High School², 1982.

Board of Directors Meetings

The Consortium Board of Directors meet biannually and on other occasions as required. The Executive Director develops and submits to the Board of Directors an interim and annual SFEC report each year.

SFEC Executive Office

A Consortium executive director provides overall interinstitutional coordination, facilitates planning and the implementation of agreements, conferences, workshops and project objectives. Additional information may be obtained from: Douglas E. Matthewson, Jr., SFEC Executive Office, 11011 SW 104 Street, Miami, Florida 33176. Telephone 305-596-1131.



SOUTHEAST FLORIDA EDUCATIONAL CONSORTIUM
11011 S.W. 104th Street / Miami, Florida 33176 / Telephone (305) 596-1131

COLLEGE OR UNIVERISTY GRADUATING STUDENTS DURING 1983-84

MAJOR AREA OF STUDY: BUSINESS ADMINISTRATION - ACCOUNTING MAJOR

Mirtha M. Abreu
981 E. 30 Street
Hialeah, FL 33013
305-835-2541

Lisa A. Hicks
4206 Roosevelt Street
Hollywood, FL 33021
305-987-1561

Salvatore J. Arena
420 SW 3 Terrace
Hallandale, FL 33009
305-457-8690

Jose E. Junco
950 W 74 Street
Apartment #212
Hialeah, FL 33014
305-556-1086

Eugene Casale
2942 Tarpon Drive
Miramar, FL 33023
305-989-5083

Antonio O. Lee
3120 NW 161 Street
Opa Locka, FL 33054
305-625-9894

Fernando Chi
6501 SW 38 Street
Miami, FL 33155
305-665-5975

Felix S. Mari
3035 NW 18 Terrace
Miami, FL 33125
305-633-0133

Irene Diaz
5700 NW 118 Street
Hialeah, FL 33012
305-822-8433

Graciela Martinez
632 East 31 Street
Hialeah, FL 33013
305-836-1386

Mylene J. Diaz
35 W. 32 Street
Apartment #101
Hialeah, Florida 33012
305-883-1693

Patricia L. Morera
2536 SW 16 Street
Miami, FL 33145
305-856-9840

Anna R. Garcia
4370 SW 2 Street
Miami, FL 33134
305-444-2656

Werner N. Moya
1355 W. 53 Street
Hialeah, FL 33012
305-557-8043

Jorge Gonzalez
1850 W 56 Street
Apartment A-2210
Hialeah, Florida 33012
305-557-1719

Scott E. Nelson
917 Oakwood Avenue
Lake Forest, IL 60045
312-234-0939

Maria A. Gonzalez
4832 NW 171 Terrace
Carol City, FL 33055
305-625-5353

Claudia O. Ortega
1137 NW 2 Street
Miami, FL 33128
305-324-4418

PARTNERS IN EDUCATION (Please turn page over)

COLLEGE OR UNIVERSITY GRADUATING STUDENTS DURING 1983-84 (CONTINUED)

MAJOR AREA OF STUDY: BUSINESS ADMINISTRATION - ACCOUNTING MAJOR

Miguel E. Pons
1845 West 72 Place
Hialeah, FL 33014
305-556-8304

Ana E. Solana
1230 W. 54 Street
Apartment #205-A
Hialeah, FL 33012
305-556-2296

Aguiles R. Solano
1647 SW 137 Court
Miami, FL 33175
305-223-7426

Obdulia Y. Solano
1647 SW 137 Court
Miami, FL 33175
305-223-7426

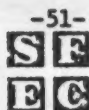
Armando Suros
2946 SW 36 Court
Miami, FL 33133
305-442-1325

Gia Valdes
965 West 29 Street
Apartment #13
Hialeah, FL 33012
305-885-2322

Libardo Villalba
1051 Opa-Locka Blvd.
Opa-Locka, FL 33054
305-685-5188

Maria P. Zabarte
16511 Stone Haven Road
Miami Lakes, FL 33014
305-822-4036

Biscayne College potential graduates



APPENDIX B

Exhibit 2 (cont.)

SOUTHEAST FLORIDA EDUCATIONAL CONSORTIUM
11011 S.W. 104th Street / Miami, Florida 33176 / Telephone (305) 596-1131

COLLEGE OR UNIVERSITY GRADUATING STUDENTS DURING 1983-84

MAJOR AREA OF STUDY: COMPUTER SCIENCE

Carlos A. Arana
20515 E. Country Club Drive
Apartment #346
North Miami Beach, FL 33180
305-931-1402

Nicholas J. Toffoli
10801 SW 62 Avenue
Miami, FL 33156
305-661-7427

Daniel R. Branas
2951 NW 28 Street
Miami, FL 33142
305-638-8548

Maria A. Tollis
14401 NW 14 Drive
Miami, FL 33167
305-688-0085

Guillermo A. Cabello
8475 SW 94 Street
Apartment #221-E
Miami, FL 33156
305-271-3059

Mary Jo Fernandez
532 South Drive
Miami Springs, FL 33166
305-884-0493

Yadira S. Garcia
645 SW 3 Street
Apartment #8
Miami, FL 33130
305-326-1904

Richard G. Hare
331 NW 148 Street
Miami, FL 33168
305-688-2766

Rosa M. Marante
780 E. 3 Avenue
Hialeah, FL 33010
305-884-1308

Timothy P. Seay
1310 NW 127 Street
North Miami, FL 33167
305-681-0883



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COLLEGE OR UNIVERSITY GRADUATING STUDENTS DURING 1983-84

MAJOR AREA OF STUDY: BUSINESS ADMINISTRATION - GENERAL BUSINESS

Russ R. Madio
4701 Van Buren Street
Hollywood, FL 33021
305-981-1983

Alberto Maldonado
128 Park Avenue
Passaic, NJ 07055
201-779-8350

Leonardo Vado
1554 NW 3 Street
Miami, FL 33125
305-

Simon E. Veroes
9905 E. Calusa Club Drive
Miami, FL 33186
305-386-5031



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COLLEGE OR UNIVERSITY GRADUATING STUDENTS DURING 1983-84

MAJOR AREA OF STUDY: BUSINESS ADMINISTRATION - MANAGEMENT/MARKETING

Darren S. Coleman
1341 NW 75 Terrace
Plantation, FL 33324
305-792-9601

Miriam S. Feldman
1601 W. 62 Street
Hialeah, FL 33012
305-821-4292

Stephen F. Daszczyński
5406 Garfield Street
Hollywood, FL 33021
305-989-2725

Daysi C. Pinero
10415 SW Seventh Terrace
Sweetwater, FL 33174
305-554-1584

Victor V. Johnson
2216 Otis Street, N.E.
Washington, DC 20018
202-635-4797

James L. Webb, Jr.
414 S. 10 Street
Jacksonville Beach, FL 32250
904-246-3043

William M. Murray
3726 Estepona Avenue
Miami, FL 33178
305-591-9983

Gabriel A. Adeife
21025 NW 22 Avenue
Opa Locka, FL 33055
305-769-0251

Roberto C. Castellanos
1750 W. Bright Drive
Hialeah, FL 33010
305-888-4416

Nury M. Castillo
9350 Fountainbleau Boulevard
Apartment C-201
Miami, FL 33172
305-553-3819

Daniel S. Cedro
6 Gregmar Court
Florham Park, NJ 07932
201-377-2207



SOUTHEAST FLORIDA EDUCATIONAL CONSORTIUM

11011 S.W. 104th Street
Miami, Florida 33176

Telephone (305) 596-1131

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College/University Presidents**

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Directors

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Abraham S. Fischler
Edward T. Foote II
Jeanne O'Laughlin
Patrick H. O'Neill
George S. Pearson
Edward Porter
Willie C. Robinson
Gregory B. Wolfe

Dear Student:

The Southeast Florida Educational Consortium has developed a Student Employment Information Service which is intended to assist you by providing current information about Southeast Florida employment opportunities.

The service provides employer entry level demand information, which is enclosed, and encourages students with appropriate college majors to contact area businesses or industries for further employment information.

This service is not a guarantee of employment but rather is intended to inform you as you approach graduation about potential employment demand for someone with your educational background and major area of study.

As Southeast Florida continues to grow and expand its economic base, excellent employment opportunities will be available to college graduates. We hope the Southeast Florida Educational Consortium Employment Information Service will assist you as you begin your career.

Sincerely,

John H. Bradley
John H. Bradley
Project Director

mt

enclosures

PARTNERS IN EDUCATION

Barry University / Biscayne College / Broward Community College / Florida Atlantic University / Florida International University / Florida Memorial College / International Fine Arts College / Miami Christian College / Miami-Dade Community College / Nova University / Palm Beach Junior College / University of Miami

Equal Access/Equal Opportunity Colleges and Universities



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SFEC EMPLOYMENT INFORMATION SERVICE
(A complimentary service provided without cost to participants)

Will you actively participate in this employment information service and contact area employers about employment opportunities with their firm or organization?

☐ YES ☐ NO

Would you like to receive additional lists of employment opportunities and the participating businesses or organizations from this service?

☐ YES ☐ NO

What additional information would you like to receive to assist you to obtain employment in Southeast Florida following graduation:

Please print your name

Street address

Telephone number

City, State and Zip code

Please return your response in the envelope provided to: John H. Bradley,
Project Director, SFEC, Executive Office, 11011 S.W. 104 St., Miami, FL 33176,
Telephone: (305) 596-1131.

Thank you for participating in the initial development of this service. We hope it will benefit you as you complete your college or university studies and begin your working career in Southeast Florida.

PARTNERS IN EDUCATION

EQUAL ACCESS/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EDUCATIONAL INSTITUTIONS



SOUTHEAST FLORIDA EDUCATIONAL CONSORTIUM
11011 S.W. 104th Street / Miami, Florida 33176 / Telephone (305) 596-1131

SPEC STUDENT EMPLOYMENT INFORMATION SERVICE

**PARTICIPATING BUSINESSES
AND ORGANIZATIONS**

CURRENT EMPLOYMENT DEMAND

Florida Power & Light Company
Mr. Richard E. Habegger, Recruitment
P. O. Box 529100
Miami, Florida 33152

Accounting
Marketing
Management
Computer Specialists

Harris Corporation
Computer Systems Division
Mrs. Jan C. Jeter
2101 West Cypress Creek Road
Fort Lauderdale, Florida 33309

Computer Programmers

Mar-Tec Corporation
Mr. Robert Gass, President
900 SW 20 Way
Fort Lauderdale, FL 33312

Accounting
Marketing
Management
Computer Specialists

Racal-Milgo
Mr. David B. Bronson
8600 NW 41 Street
Miami, Florida 33166

Accounting
Marketing
Computer Specialists

Sensormatic Electronics Corp.
Mr. Curt Mackie
500 NW 12 Avenue
Deerfield Beach, FL 33441

Accounting
Marketing
Management
Computer Specialists

Motorola, Inc.
Mr. Donald B. Grimme
8000 West Sunrise Blvd.
Fort Lauderdale, FL 33322

Accounting
Marketing
Computer Specialists

Burroughs Corporation
Mr. Kvalh
11711 NW 39 Street
Coral Springs, Florida

Management
Computer Specialists

American V. Mueller
Mr. Randy Whitfield
1800 W. Commercial Blvd.
Fort Lauderdale, Florida

Accounting
Management
Data Processing

PARTNERS IN EDUCATION

EQUAL ACCESS/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EDUCATIONAL INSTITUTIONS